

**Department of Higher Education  
DIVISION OF PRIVATE OCCUPATIONAL SCHOOLS**

**Lorna Candler  
Director**

**Colorado Board of Private Occupational Schools**

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## **NOTICE OF ANNUAL INSTRUCTIONAL STAFF REPORT**

**DUE: JULY 31, 2013**

To: School Directors  
From: Lorna Candler, Director, Division of Private Occupational Schools  
Date: July 2, 2013  
Subject: Annual Instructional Staff Reporting Requirement

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The Division of Private Occupational Schools, Colorado Department of Higher Education is contacting you to request the Annual Instructional Staff Roster identifying your current instructional staff, pursuant to the Private Occupational Education Act of 1981 (Act), Colorado Revised Statute 12-59-106(1)(e) and Board Rule III E.2(i) – Annual Certification of Instructional Staff.

Specifically, “all schools are required annually to submit a staff list of all instructional staff employed in a format described by the board” (please see attached roster form and submit the required information using only this form). The report must contain the specific and complete information requested in the enclosed Annual Instructional Staff Roster and be signed and attested to by the School Director or authorized school agent who also must certify in good faith that each instructional staff member listed meets all minimum qualifications required by the Act and Board Rules.

At this time, I am providing a reminder that schools are to ensure that all required and applicable documentation and information verifying instructional staff qualifications and professional competency is to be contained in each instructor’s personnel file, and any change in the employment status of instructional staff shall be reported to the Board within 30 calendar days.

Also, *if your school teaches minor students* (under age 16) or anticipates it may at some time teach minor students, under 12-59-105.3(1)(m) and 12-59-105.7, all instructional (and prospective instructional staff), as defined by board rule, shall be required to submit a complete set of fingerprints”; and otherwise submit to a criminal background check. At this time, a certification/attestation by the School Director or school agent will suffice identifying that no new criminal activity has occurred in respect to each of your current instructional staff since the last criminal background submission to the Division.

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**Please provide the following Instructional Staff information and documentation to the Division of Private Occupational Schools, 1560 Broadway, Suite 1600, Denver, Colorado 80202 by no later than July 31, 2013.**

1. Complete and accurate Annual Instructional Staff Roster (form enclosed and also **available on-line** at <http://highered.colorado.gov/DPOS/Schools/filings.html> ). Use only the form and format provided; and
2. Complete and sign the Instructional Staff Qualification Certification and Accuracy of Record Attestation (below).

**INSTRUCTIONAL STAFF QUALIFICATION CERTIFICATION AND ACCURACY OF  
RECORD ATTESTATION**

***I hereby certify with my signature that the attached instructional staff meets the minimum standards and qualifications to teach as set forth in section 12-159-106(1)(e) and Board Rule III.E that all required and applicable documentation and information verifying instructional staff qualifications and professional competency is contained in each instructor's personnel file, and any change in the employment status of instructional staff shall be reported to the Board within 30 calendar days.***

***By my signature below I swear, affirm or otherwise attest and accept that I have an obligation to make reasonable inquiry of my instructional staff before submission of this annual roster, to ensure its accuracy and completeness, and to timely report in writing to the Division any new criminal history status changes by my instructional staff (misdemeanor charges, other than for minor traffic violations, or felony charges pending, pled to or convicted of).***

***I further hereby certify that if the above referenced school and/or instructor(s) teach or expect to teach minor students (under age 16), in accordance with statute and rule, none of the instructors listed herein have been convicted of or pled to felony charges during the above reporting period nor are any felony charges pending.***

***By my signature I acknowledge that if my school teaches minor students (under age 16) or anticipates it may at some time teach minor students, that all instructional (and prospective instructional staff), as defined by board rule, shall be required to submit a complete set of fingerprints"; and otherwise submit to a criminal background check.***

I hereby certify with my signature, affirm and otherwise attest in good faith that the information provided to the Division in this Annual Instructional Staff Roster is true and complete.

\_\_\_\_\_  
Type or print name of Director

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
School Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
City, State, Zip

**ANNUAL INSTRUCTIONAL STAFF ROSTER**  
**Reporting Period: July 1, 2012 through June 30, 2013**